



CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	10-19-10	AGENDA REQUEST NO:	III-A
INITIATED BY:	STACIE HENDERSON, COMMUNITY & ENVIRONMENTAL MANAGER <i>SH</i>	RESPONSIBLE DEPARTMENT:	COMMUNITY & ENVIRONMENTAL SERVICES
PRESENTED BY:	STACIE HENDERSON, COMMUNITY & ENVIRONMENTAL MANAGER	DEPARTMENT HEAD:	MIKE GOODRUM, COMMUNITY & ENVIRONMENTAL DIRECTOR <i>MG</i>
		ADDITIONAL DEPARTMENT HEAD (S):	N/A
SUBJECT / PROCEEDING:	PROGRAM YEAR 2010 COMMUNITY DEVELOPMENT BLOCK GRANT CONSULTING SERVICES/ AUTHORIZE EXECUTION OF CONTRACT WITH CAMP, DRESSER & MCKEE, INC.		
EXHIBITS:	CONTRACT FIRST PAGE, PROPOSAL LETTER AND SCOPE ENTIRE CONTRACT AND PROPOSAL ARE IN COUNCIL OFFICE FOR REVIEW		
CLEARANCES		APPROVAL	
LEGAL:	JOE MORRIS, <i>JDM</i> CITY ATTORNEY	EXECUTIVE DIRECTOR:	N/A
PURCHASING:	TODD REED, PURCHASING MANAGER <i>P</i>	ASST. CITY MANAGER:	KAREN DALY <i>kd</i>
BUDGET:	JENNIFER BROWN <i>JB</i> BUDGET & RESEARCH DIRECTOR	CITY MANAGER:	ALLEN BOGARD <i>kd</i> FOR AB
BUDGET			
EXPENDITURE REQUIRED: \$		55,112	
CURRENT BUDGET: \$		55,112	
ADDITIONAL FUNDING: \$		N/A	
RECOMMENDED ACTION			
Authorize execution of a professional services contract with Camp, Dresser & McKee, Inc. in an amount not to exceed \$55,112 for Community Development Block Grant (CDBG) consulting services in the administration of the Program Year (PY) 2010 CDBG program.			

EXECUTIVE SUMMARY

On August 3, 2010, the City Council approved the Community Development Block Grant (CDBG) Program Year (PY) 2010 Annual Action Plan, effective October 1, 2010 through September 30, 2011. This document details the projects and funding allocations that will be awarded during the program year. As detailed within the PY 2010 Annual Action Plan, \$55,112 of the City's annual allocation will be utilized for program administration and the funding of CDBG consulting services.

The Community & Environmental Services Department issued an RFQ in July 2009 for CDBG consulting services during the 2009 program year with an option to extend the agreement for two additional one year terms. During the RFQ process, the Community & Environmental Services Department met with several qualified consulting firms, and the firms were ranked based on the following criteria:

- Background of the firm
- Qualifications of key personnel adequate for requirement
- References and examples
- Availability and dedication to the City of Sugar Land
- Transition Plan
- Approach to providing services
- Understanding of the CDBG program and HUD regulations

In August 2009, the Community & Environmental Services Department selected Camp, Dresser & McKee, Inc. (CDM) as the most qualified firm and has negotiated a cost not to exceed \$55,112 for the 2010 program year. CDM's project team has over 80 years of combined experience in CDBG, and CDM is a qualified firm on the City's list of pre-qualified consultants.

During the 2010 program year, CDM will perform various day-to-day administrative tasks associated with CDBG program implementation, including documentation development, review and monitoring of program activities and subrecipients, project reporting, technical assistance and the processing of grant agreements and invoices.

The Community & Environmental Services Department recommends that the City Council authorize execution of a professional services contract with Camp, Dresser & McKee, Inc. in an amount not to exceed \$55,112 for consulting services in the administration of the PY 2010 CDBG program.

EXHIBITS

CITY OF SUGAR LAND
STANDARD CONTRACT FOR GENERAL SERVICES
Over \$50K - Form Revised 5/17/10

I. General Information and Terms.

Contractor's Name and Address: Camp Dresser & McKee, Inc.
3050 Post Oak Boulevard, Suite 300
Houston, Texas 77056

Description of Services: CDBG Consulting Services

Maximum Contract Amount: \$55,112

Effective Date: On the latest date of the dates executed by both parties.

Termination Date: (See III C) The date close-out documents for Program Year 2010 are approved by
the U.S. Department of Housing and Urban Development

Contract Parts: This Contract consists of the following parts:

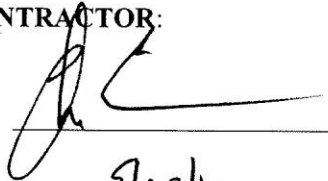
- I. General Information and Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Additional Terms or Conditions
- V. Additional Contract Documents

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF SUGAR LAND

CONTRACTOR:

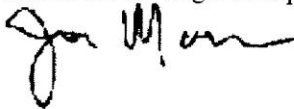
City Manager or Assistant City Manager

By:  _____

Date: _____

Date: 9/23/10

Reviewed for Legal Compliance:





3050 Post Oak Boulevard
Suite 300
Houston, Texas 77056
tel: 713 423-7300
fax: 713 840-0173

September 9, 2010

Mike Goodrum
Director, Community and Environmental Services
2700 Town Center Blvd. North
Sugar Land, Texas 77479

Subject: CDM Administration Proposal

Dear Mr. Goodrum:

Pursuant to our previous conversations, CDM is herein providing a quote for administering the City's Community Development Block Grant Program in Program Year 2010.

One year contract fee for PY 2010 program:

For the next Program Year, CDM proposes to provide program administration services to the City for the amount of \$ 55,112. CDM evaluated the planned level of effort for the proposed action plan to develop expected hours to complete the administration of the grant. The proposed fee represents 15% of the City's program administration cap and is below the allowed HUD cap of 20%. If you need any additional backup on the fee breakdown or the anticipated services, please feel free to contact me at 713-423-7300

We appreciate your consideration of the above items and we look forward to continuing to provide excellent services in our CDBG assistance and public works endeavors.

Sincerely,

A handwritten signature in cursive script that reads 'Michael Spletto'.

Michael Spletto
CDM Director of HUD Programs

EXHIBIT A
CDBG SCOPE OF SERVICES

- a. Planning and Program Development – Review and assess the City’s CDBG program. Assist in project planning for upcoming program years. Prepare the Program Year (PY) 2011 Annual Action Plan. Activities included in the preparation of the Annual Action Plan may include but are not limited to drafting the subrecipient grant application/request for proposal, conducting a pre-proposal workshop for subrecipient agencies, reviewing submitted applications/proposals for activity eligibility and application completeness, preparing subrecipient funding recommendations, drafting submittal documentation for subrecipient agencies to resubmit revised scopes and budgets, and serving on the Public Service Agency Application Review Committee. Prepare the Consolidated Annual Performance & Evaluation Report (CAPER) and close-out documentation upon completion of the program year.
- b. Contract Development - Assist the City in the development of subrecipient, engineering/design, and construction contracts related to the CDBG program.
- c. Environmental Review – Draft the City’s PY 2010 Environmental Review Record and request for release of funds documentation.
- d. File Management – Design a records management system that can be easily used by responsible personnel within the City. Provide assistance in setting up and maintaining the program files to adequately demonstrate compliance with all pertinent CDBG requirements. Monitor project files throughout the program to ensure they are complete and that all necessary documentation is being retained in the City’s files.
- e. Meetings & Public Involvement – Attend and represent the City of Sugar Land’s CDBG program at meetings as requested by city staff. Draft all public notices. Prepare and conduct public hearings/meetings as required. Ensure that citizen participation requirements and program education goals are met.
- f. Program Implementation – Develop protocols and processes for implementation according to the City’s policy decisions for the program. Develop an operational plan and cash flow projections for the City’s CDBG program based upon program design. Propose and implement program and documentation modifications as necessary.
- g. Monitoring – Conduct monitorings of all CDBG subrecipient agencies each program year as required in the City’s CDBG policies and procedures; first-time activities and activities that may be considered to have a high risk of noncompliance may undergo a more frequent monitoring schedule. Ensure that CDBG funds are properly managed.

- h. Labor Standards – Assess the applicability of labor standards to the City’s CDBG program, and if applicable, ensure that activities comply with labor standard regulations during the implementation of the program. Activities to ensure compliance may include but are not limited to program monitoring and documentation development.
- i. Reporting – Prepare reports/documentation as required by the U.S. Department of Housing and Urban Development (HUD). These documents may include but are not limited to the Fair Housing Plan and Analysis of Impediments, the Semi-Annual Labor Standards Enforcement Report, the Section 3 Report and applicable CDBG forms. Update the City’s CDBG Policies and Procedures as needed.
- j. Training and Technical Assistance – Provide technical assistance to potential subrecipients in filling out applications for their proposed projects. At the beginning of each program year, conduct training for subrecipients regarding the completion of reimbursement requests and CDBG reporting requirements. Provide training and technical assistance to the subrecipient agencies as needed. Provide technical assistance to the City as needed. Attend required workshops or meetings sponsored by HUD. Assist in HUD audit preparations and proceedings as necessary.
- k. Financial Management – Ensure that the City has an acceptable financial management system as it pertains to finances of the CDBG program. Review reimbursement requests in accordance with the City’s CDBG policies and procedures. Work with subrecipients to revise reimbursement requests as needed in order to provide correct and complete documentation to the City for approval and payment. For each reimbursement request, provide the City with the final, complete and correct reimbursement request and a written recommendation for approval. Work with subrecipients to complete program year closeout activities. Complete closeout of financial files and the reconciliation of accounts. Coordinate with the City’s Accounting Department to complete the closeout and reconciliation of accounts.
- l. Data Management – Maintain IDIS files, including system set-up, data entry, data management, and project closeout.
- m. Project Management – Monitor the contract performance of engineering firms, construction contractors, and subrecipient agencies with respect to project costs, schedules, and performance.
- n. Acquisition – If applicable to the program, assist the City in complying with regulations governing land acquisition.
- o. Program Updates – Provide the City with monthly updates regarding the status and implementation of the CDBG program, including the status of reimbursement requests, draft reports, HUD submittals, monitoring activities, project completion, and subrecipient spending.

- p. General Administration – The above activities notwithstanding, provide general assistance, as appropriate, and when needed to ensure that the CDBG grant program is performed and completed in a timely and competent manner. Responsibilities in this area shall include, but are not limited to, preparation of miscellaneous reports, correspondence and file documentation, meetings with various persons and agencies, and coordination specifically in response to requirements and requests of the U.S. Department of Housing and Urban Development.